
Coleman Professional Services: Administrative Capacity

Nelson W. Burns, President and CEO of Coleman Professional Services since 1985, has overseen the development and evolution of the clinical and housing services at Coleman. Recognized by the Department of Housing and Urban Development (HUD) as a leader in housing development and operations for persons with mental illness, Coleman was one of the first grantees in the nation to receive a HUD McKinney Grant for homeless persons. Since that time, Coleman has been awarded four additional HUD McKinney Grants. Coleman has also successfully partnered with the Portage Metropolitan Housing Agency, the Ohio Department of Development, the Mental Health and Recovery Board of Trumbull County, and the Ohio Department of Mental Health to develop housing and supportive services projects.

Tammy Weaver, Vice President of Clinical Services at Coleman, will be providing some general oversight. Tammy has been providing consultation services throughout the State of Ohio for over ten years focusing on residential development, residential strategic planning, project development, coordination, and grant writing. Tammy has provided consultation to the Ohio Department of Mental Health (OhioMHAS), Coalition on Homelessness and Housing in Ohio (COHHIO), and various committees for the Ohio Department of Development, Boards and Agencies.

Coleman currently provides supportive services to residents at 210 units of housing that we own and operate in 4 counties: Allen, Portage, Stark and Trumbull. Through onsite case management, life skills training, job-readiness services, vocationally-related activities, psychiatric care, and mental health & substance abuse counseling, residents will access the full range of support they need to overcome obstacles. When permanent housing with supports is implemented consistent with a set of core operating principles, there is a reduction of expenditures for emergency room, inpatient care, jail/court systems, and shelters. Decent, safe, and affordable community-based housing linked to flexible community-based supports is desired by consumers and essential in supporting people in their journeys toward recovery.

Staff Location, Position, and Name	Job/Position Description	Staff Qualifications and/or Experience for the Job/Position
Portage County PSH Residential Placement Coordinator/ Jessica Miller	Responsible for management of Homeless Assistance Grant Program from ODOD and housing assistance funds allocated by ODMH. Conducts housing needs assessments and placement; works with PMHA, local landlords, and other housing providers to identify housing options in the community; administers rental subsidies and monitors programs for compliance.	Understanding of ODOD and other government sponsored rental subsidy programs. Experience with coordinating services, collecting data, completing reports, and documenting required data.
Portage County PSH Director of Residential Services/ Chad Dye	Directs all aspects of the organization's residential programs, including prescribed treatment plans, housing placement, and property maintenance issues. Supervises residential staff.	LPN or BA required. Experience working with individuals with severe and persistent mental illness, hospitals, and community for at least one year. Minimum of two years management experience required. Experience developing treatment plans for persons with chronic mental illness. Understanding of regulatory requirements related to residential facilities for persons with chronic mental illness.

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Portage County PSH Residential Specialist/ Michelle Walker	Administers orientation programs for clients placed in permanent supportive housing to educate on safety/proper maintenance issues. Assists with completion of admission process, finalizing lease signings, calculating rent payments, and liaison with PMHA.	Understanding of lease process; ability to calculate rent payments when tenant has subsidy; understanding of public housing voucher program.
Portage County PSH House Coordinator Katelyn Kaminski	Assists with maintenance and daily activities at the residential supportive living facilities. Implements programs designed to educate tenants about personal hygiene, maintaining medication regimen, and proper care of residential units. Requires 20-25 hrs per week.	Understanding of basic maintenance issues, coordination skills, ability to monitor the conditions of the residential units and supervise daily activities of persons with severe and persistent mental illness.
Portage County PSH Maintenance Staff Kurt Yorko	Responsible for all minor repairs and general maintenance tasks at all Coleman-owned residential and administrative facilities. Supervise scope of work for all major repairs completed by contractors.	Understanding of mechanical systems, general maintenance and operating procedures associated with residential facilities.
Trumbull County PSH Housing Specialist/ Lisa Day	This person is responsible for the coordination of all housing programs at Coleman, Trumbull Business Unit, to include permanent supportive housing at Washington House, shelter plus care voucher grants (2) and the HAP funds from the Trumbull County Mental Health Board	2 years experience in mental health case management, knowledge of community and housing resources
Trumbull County PSH House Monitor Sherri Yash	Responsible for cleanliness of common areas and simple care of the house; preparation of room for new tenant move in; works with residents to assure that individual rooms are clean, safe & sanitary; reports any significant behavioral changes to clinical staff; conducts house meetings; works with residents to negotiate conflicts; contacts maintenance staff for all repair needs; coordinates inspections.	High school diploma or equivalent; excellent communication skills; ability to work with a diverse group of people; Must have experience working with people with disabilities; must have ability to make sound decisions in emergency situations.
Trumbull County PSH Residential Director Megan Kane	Responsible for all placements at the supportive housing locations as well as the independent apartments, supervises the House Monitors and Housing Specialist	Master's Degree in related field, licensure preferred, 5 years experience in case management, residential, ability to manage staff and communicate clearly